

1998 - 1999

Academic Year

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*All information in this publication  
is subject to change without notice.*

Name \_\_\_\_\_  
Curriculum \_\_\_\_\_  
Advisor \_\_\_\_\_  
Office Location \_\_\_\_\_  
Phone # \_\_\_\_\_



# ALPHA BOOK and STUDENT

Forsyth  
Technical  
Community  
College

YOUR SUCCESS is  
our goal

110119

The Student Government Association welcomes you to Forsyth Technical Community College. We also welcome you to membership in SGA. All students who enroll and pay the \$7.00 activity fee are members in good standing and are afforded all of the rights and privileges of general membership.

For more information concerning SGA, see pages 32 through 34 and the back cover.

Meet **Technical Tiger**, the official mascot of Forsyth Technical Community College.

The idea for Technical Tiger was developed by the Forsyth Tech student activities staff and given to Winston-Salem artist Clevell Harris. The Board of Trustees officially adopted the mascot on Thursday, April 20, 1995.

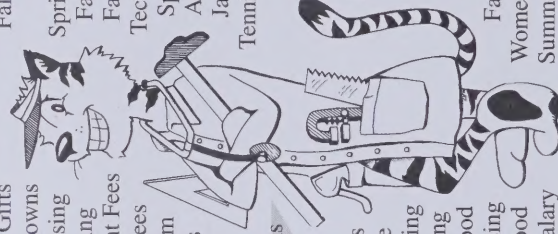
Clevell Harris retains the copyright and SGA owns the character. The following rules apply to using Technical Tiger: 1) Any use of the character must be approved by the Student Government Association; 2) Technical Tiger may not be used for profit by any private company or individual unless licensed by the SGA and the artist.

The Student Government Association of FORSYTH TECH hopes that the college and the community will enjoy Technical Tiger for many years. In the words of one member of the Board of Trustees, "We think he's grrrrreat!"

Do you know that your

## STUDENT ACTIVITY FEES pay for all this?

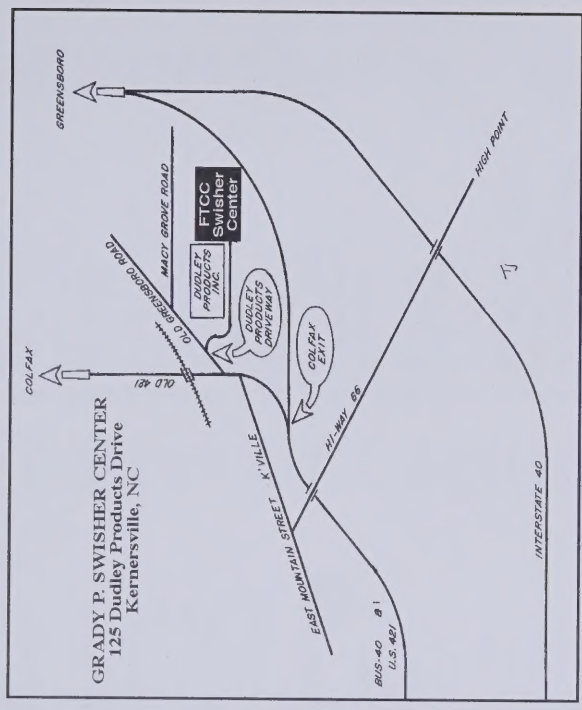
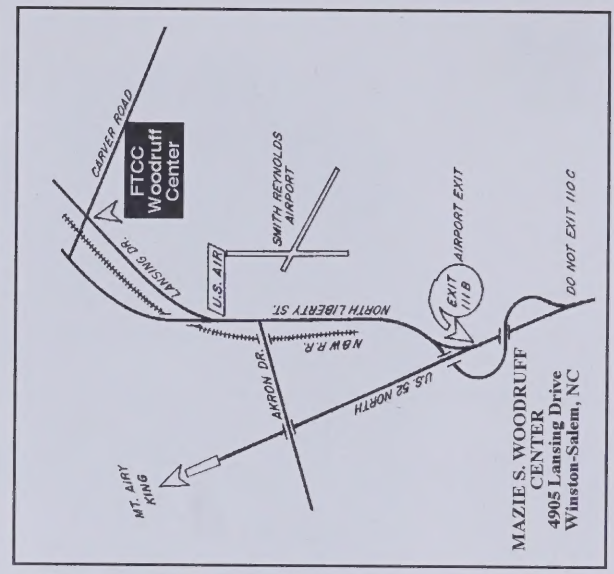
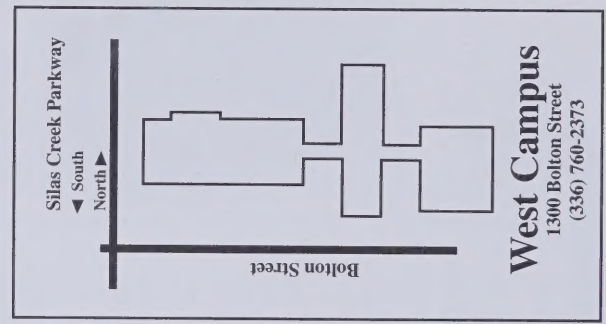
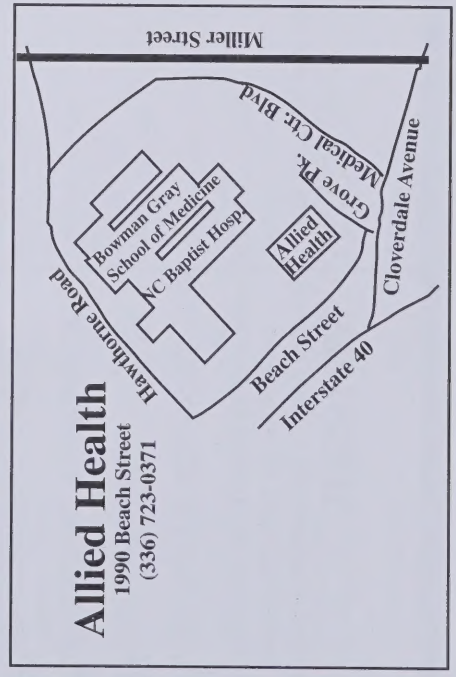
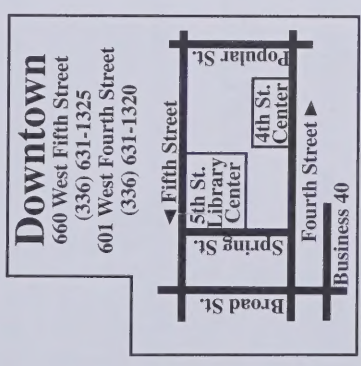
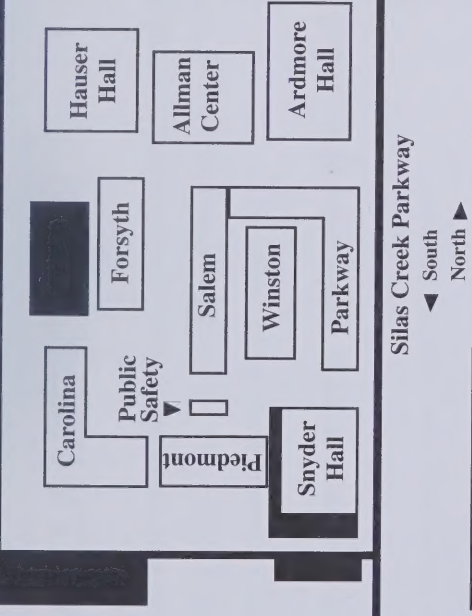
WinterFest T-shirts	Fall Golf Tournament Fees
Tom Mayerchak Scholarship	Dr. Martin Luther King, Jr. Celebration Banner
Summer Recruitment Mailings for Student Leadership Council	Face-to-face with the President Advertising
Art in Snyder Hall	Computer Equipment in Student Activities Office
Tennis Uniforms	Fall Conference for Student Leaders
Summer Graduation Video	Furniture for Student Activities Office
Student Handbook	Winter Bowling League
Spring Fling Entertainment	Winter Recruitment Mailings for Student Leadership Council
Library Automation Software	Dr. Martin Luther King, Jr. Celebration Entertainment
Basketballs	Volleyball Uniforms
Angel Tree Extra Gifts	Fall Festival Entertainment
Spring Graduation Gowns	Winter Conference for Leaders
Art of Africa Advertising	Spring Fling Advertising
Caricature Artist Advertising	Fall Festival Decorations
Spring Golf Tournament Fees	Face-to-face with the President
Basketball Gym Fees	Technically Speaking Printing
Volleyball Coach Honorarium	Spring Conference for Leaders
Tennis Court Fees	Angel Tree Advertising
Women in Leadership Mailing	James Harold Jennings Art Show
Kwanza Advertising	Tennis Balls
Basketball Uniforms	Spring Fling Decorations
James Harold Jennings Advertising	Volleyball Travel Expenses
Dr. Martin Luther King, Jr. Celebration Speaker	Angel Tree Gift Wrapping
Christmas Party for Student Leaders	Kwanza Celebration
Fall Bowling League	Spring Volleyball League Fees
Ice Skating	Women in Leadership Reception
Spring Golf Tournament Advertising	Tennis Team Travel Expenses
Fall Festival Food	Student Activities Office Supplies
WinterFest Advertising	Fall Golf Tournament T-shirts
Spring Fling Food	Women in Leadership Advertising
Recreation Advisor Salary	Summer Graduation Gowns
Fall Festival Advertising	Basketball League Fees
Membership in State SGA	Winter Volleyball League Fees
Tennis Team League Fees	Tassels
Summer Diploma Covers	Caricature Artist
Spring Diplomas	Spring Diploma Covers
Dr. Martin Luther King, Jr. Celebration Printing	Spring Golf Tournament T-Shirts
Basketball Coach Honorarium	Summer Graduation Diplomas
SGA Officers Scholarship	Art of Africa Show
Fall Volleyball League Fees	Basketball Team Travel Expenses
Student Activities Secretary Salary	Tennis Team Advertising
Lounge Furniture in Snyder Hall	Raptor Show
Spring Graduation Video	Grants for Clubs
Orientation Expenses for New Student Leaders	Student ID System
Dr. Martin Luther King, Jr. Celebration Reception	



## Main Campus

2100 Silas Creek Parkway  
(336) 723-0371

Maintenance  
& Receiving



- Bob Greene Hall**  
Dean, Health Technologies  
Classrooms/Labs
- Hauser Hall**  
Dean, Business Technologies  
Classrooms/Labs  
Women's Resource Center
- Allman Center**  
President's Office  
Admissions  
Alumni Services  
Classrooms  
Community Services  
Counseling Center  
Dean, Arts and Sciences  
Dean, Student Development Services  
Employment Assistance  
Financial Aid  
Information Desk  
JTPA  
Learning Center  
Records  
Testing Center
- Ardmore Hall**  
Auditorium A & B  
Cashier's Office  
Classrooms  
Library  
Personnel Office
- Parkway Building**  
Developmental Education  
Marketing & Publications
- Winston Building**  
Dean, Engineering Technologies  
Classrooms
- Salem Building**  
Classrooms/Workshops
- Forsyth Building**  
Classrooms/Workshops
- Carolina Annex**  
Public Safety
- Snyder Hall**  
Bookstore  
Classrooms  
Faculty/Staff Service Center  
Student Activities/SGA Office
- Piedmont Building**  
Classrooms/Workshops
- Carolina Building**  
Classrooms/Workshops  
Environmental Services
- Student Parking**

## MISSION

Forsyth Tech is a comprehensive community college offering lifelong learning and educational opportunities to improve the quality of life for all citizens.

AS AN OPEN DOOR COLLEGE, FORSYTH TECH PROVIDES

**A**DULTS OPPORTUNITIES FOR  
**D**EVELOPMENT,  
**E**DUCTION, WORKFORCE  
**P**REPAREDNESS, AND  
**T**RAINING FOR A USEFUL AND PRODUCTIVE LIFE.



## PURPOSE

Forsyth Tech is dedicated to providing these opportunities through education and training in college transfer, vocational/technical, and continuing education areas.

The purpose of Forsyth Tech is to provide:

- effective teaching and academic support services for adults.
- opportunities for adults who need to master basic education skills.
- vocational education and training for adults who are preparing to enter skilled trades.
- technical education and training for adults wishing to enter occupations in business, industry, and health services.
- technical, vocational, and self-improvement courses for adults.
- education for adults who wish to further their schooling at four-year institutions.
- employee training and retraining for business and industry in response to changing economic conditions.

## QUALITY PRINCIPLES

The college operates with commitment to two quality principles:

- Constancy of purpose - fulfilling our mission.
- Customer service and satisfaction.

# Campus Phone Extensions

Name	Ext.	Name	Ext.	Name	Ext.	Name	Ext.
Allen, Marvin	7224	Durham, Debbie	7291	Jarvis, Ken	7209	Petree, Robin	7406
Allred, Sam	7230	Durham, Laura	7362	Johnson, Joanne	0	Phelps, Susan	7236
Allred, Susan	7369	Dymott, Lisa	7384	Johnson, Shirley	7420	Pinnix, Allen	7464
Atkins, Harold	7265	Dyson, Jodi	7235	Jolly, Dru	7425	Potter, Linda	7418
Barringer, Barbara	7206	Eddy, Roger	7528	Jones, Jerry	7501	Queen, Garland	7337
Black, Ann	7423	Eggert, Lynne	7291	Kandara, Nick	7351	Rajacich, Carolyn	7416
Blackhall, Wendy	7430	Fain, Lin	7251	Kearns, Gerald	7547	Reece, Ellen	7261
Bloom, Carol	7343	Fleeman, Glen	7203	Keener, Susan	7390	Reeves, Derrick	7275
Boger, Dale	7511	Foltz, Dan	7282	Keith, Rebecca	7450	Richardson, Colleen	7240
Bonner, McKisha	7238	Forrest, Bill	7455	King, Charlie	7437	Richardson, Roger	7404
Bowen, Karen	7225	Fortuna, James	7454	King, Mary	7508	Rinehardt, Sybil	7494
Bradstock, Ken	7326	Freeman, Carol	7291	Labosky, Ted	7461	Richie, Clyde	7291
Bright, Susan	7502	Furbish, Deborah	7462	Lawing, Barry	7490	Robbins, Freddie	7274
Brincefield, Chris	7290	Geyer, Laura	7308	Lawson, Keith	7456	Roth, Tom	7333
Brown, Ike	7231	Gibson, Chris	7291	Lee, Linda	7485	Rubush, Shannon	7441
Brownlee, Fam	7453	Goforth, Shelton	7442	Lester, Joy	7249	Salandy, Andy	7443
Bullins, Adelia	7291	Gordon, Merrill	7408	Lindsay, Vickie	7478	Sallee, Athene	7483
Burns, Herb	7342	Gordon, Tom	7452	Low, Martha	7436	Sample, Phyllis	7428
Candelaria, Randy	7216	Gough, Nathanael	7228	Lowery, Luther	7278	Saylor, Richard	7397
Chandler, Joe	7354	Grady, Stan	7262	Marion, Marty	7278	Sechrest, Joe	7286
Chandler, Terri	7226	Green, Brenda	7270	Maroltz, Bill	7332	Sequeira, Anna	7405
Cieselski, Melanie	7422	Gregory, Steve	7281	Martin, June	7439	Sexton, Gloria	7233
Clanton, Rachel	7291	Groese, Odell	7411	Mathews, Tony	7280	Shepherd, Bruce	7314
Clary, Bob	7407	Grubbs, Julia	7411	Maynard, Judy	7406	Sheppard, Perry	7427
Cline, Jane	7402	Guess, Barbara	7421	McLean, Sherraine	7417	Shields, Sheila	7388
Clodfelter, Kip	7232	Hage, Elaine	7459	McLendon, George	7242	Shirk, Bob	7381
Cofer, Mona	7466	Haith, Sylvia	7396	Mecum, Ann	7260	Shumaker, Dottie	7412
Compton, Paula	7248	Hall, Mike	7545	Messer, Edra	7277	Shumate, Eddie	7222
Conley, Kevin	7389	Hanes, Ken	7312	Metts, Al	7429	Sineath, Alice	7535
Conner-Day, Anne	7291	Harkness, Don	7291	Miller, Kevin	7310	Skinner, Sara	7330
Cook, Gwen	7471	Harpe, Michael	7469	Mirchell, Dawn	7393	Slade, John	7399
Cooper, Kathy	7440	Hedrick, Annette	7329	Mobley, Patricia	7291	Smith, Rod	7527
Cranfill, Robin	7410	Hendrick, Lisa	7460	Moore, Mary	7426	Smith, Teresa	7291
Cralidis, Ann	7433	Hickman, Rondolyn	7258	Morris, Matt	7476	Springs, Jennifer	7219
Cranford, Vickie	7413	Hill, Darrell	7313	Myrick, Martha	7296	Spurgeon, Thelma	7376
Cutler, Daisy	7509	Hinkle, Debbie	7500	Neal, Wanda	7366	Stiles, Sonya	7510
Dalton, Patty	7227	Hinson, Tommy	7494	Neas, Jan	7263	Stoltz, Herb	7534
Dalton, Sandra	7256	Hodges, Warren	7276	Neumann, Leslie	7291	Stone, Chuck	7266
Davis, Dwayne	7340	Holland, Carolyn	7291	Newman, Carol	7323	Suggs, Sandra	7254
Davis, Polly	7419	Holleman, Terry	7503	O'Connor, Brian	7482	Sutphin, Don	7529
Day, Gary	7283	Horton, Phyllis	7492	Owens, Florence	7346	Tarr, Jeanette	7463
DeVane, Gloria	7380	Howell, Ben	7239	Palmer, Patti	7493	Tennis, Heidi	7753
DeWitt, Linda	7505	Huggins, Jane	7591	Parker, Carol	7387	Tinnes, Tom	7753
Dickerson, Teresa	7458	Hutslar, Sally	7377	Jacobson, Sheri	7431	Tobias, Carole	7331
Dillard, Betty	7451	James, Dee	0	James, Dee	0	Tuttle, Jackie	7484
Dillard, Rose	7480					Tuttle, Jeff	7358
Dillon, Sammy	7382						
Draughn, Regina	7272						

## INSTRUCTIONAL

Arts and Sciences	7222
Business Technologies	7329
Engineering Technologies	7277
Health Technologies	7411
Learning Center	7480
Developmental Education	7267

## ADMINISTRATIVE

Admissions	7253
Bookstore	7289
Business Office	7375
Counseling Center	7226
Financial Aid	7235
Library	7217
Maintenance	7268
Records	7472
Security	7243



# Where Do I Go If I...

## Academic Questions

<u>Who to See</u>	<u>Where to Go</u>	<u>Phone</u>
...need to determine my academic standing?	Records Office	7472
...want to <b>audit a course</b> ?	Academic Advisor	7472
...can't start a course as assigned?	Course Instructor	
...want to take a continuing education course?	Registration Center	723-0371
...want to <b>change curriculums</b> ?	Admissions Office	7253
...have a concern about a course grade?	Academic Dean	
...need my <b>grade point refigured</b> ?	Academic Advisor	
...need to determine if I meet graduation requirements?	Academic Advisor or Student Data Support Services	7314
...need an <b>intent to graduate form</b> ?	Student Data Support Services	7314
...am having <b>problems with my classes</b> ?	Counseling Center	7226
...have questions about <b>academic probation</b> ?	Academic Advisor or Counseling Center	7226
...want to take a <b>proficiency test</b> ?	Academic Advisor	
...need a <b>transcript of my grades</b> ?	Records Office	7472
...need <b>tutoring</b> ?	Learning Center	7365
...want to <b>withdraw from a course or from school</b> ?	Counseling Center or Records Office	7226 or 7472

## Financial Questions

...need <b>financial aid</b> ?	Financial Aid Office	7235
...need <b>financial assistance for child care</b> ?	Child Care	7233
...want to <b>apply for a scholarship</b> ?	Financial Aid Office	7235
...want to <b>apply for a tuition refund</b> ?	Records Office	7472
...need help in getting my <b>veterans benefits</b> ?	Financial Aid Office	7235
...have questions about my <b>tuition refund</b> ?	Cashier Office	7450

## Other Student Questions

...want to get involved in <b>campus activities</b> or run for an <b>SGA office</b> ?	SGA Office	7326
...have a question about <b>campus security</b> ?	Public Safety	7243
...need to report a <b>change of name or address</b> ?	Records Office	7472
...need help in <b>choosing a career</b> ?	Counseling Center	7226
...need <b>tips on interviewing, finding a job, and preparing a resume</b> ?	Employment Assistance Center	7343
...have a <b>flat tire</b> or <b>locked my keys</b> in my car?	Public Safety	7243 or 0
...need <b>special help</b> due to a <b>disability</b> ?	Testing Center	7248
...need information about <b>housing</b> ?	Counseling Center	7226
...need <b>health services</b> ?	Public Safety	7243 or 0
...want to see the <b>job listings</b> ?	Employment Assistance Center	7343
... <b>lost or found</b> something on campus?	Information Desk	
	Library	7291
	Public Safety	7243 or 0
	Registration Center	723-0371
	Public Safety	7243 or 0
...want to <b>appeal a Forsyth Tech parking ticket</b> ?	Business Office	7210
...want to <b>pay a Forsyth Tech parking ticket</b> ?	Counseling Center	7226
...need help with a <b>personal problem</b> ?	Admissions Office	7253
...want to <b>appeal my residency status</b> ?	Admissions Office	7253

# August 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 Faculty Work Days - Annual Leave Period (No Classes)	5	6	7	8
9	10	11 Faculty Work Days - Annual Leave Period (No Classes)	12	13	14	15
16	17	18 Late Registration	19	20 Faculty/Staff Orientation	21 First Day of Classes Drop/Add	22
23	24 SGA Meeting Dial 7509 for info.	25 Drop/Add	26	27	28	29
	30	31				

REGISTRATION - New & Returning Students

# Terms to Know

To help you with words used by Forsyth Tech faculty and staff, here is a list of frequently used terms and their definitions.

**Academic standing:** Entering students must earn a grade point average (GPA) of 2.0 by the end of their first semester and maintain a GPA of 2.0 thereafter.

**Accreditation:** Various professional agencies appoint teams of evaluators who periodically study Forsyth Tech's programs and services to ensure that they meet standards of quality and are relevant to the college's purpose.

**Advisor:** A person who approves the selection of courses for your chosen field of study and is usually a faculty member or counselor in the Counseling Center.

**Associate in Applied Science:** A two-year technical degree that prepares you for the job market.

**Associate in Arts:** A two-year College Transfer curriculum that concentrates on humanities and social sciences for those planning to continue in a bachelor's degree curriculum in a senior college.

**Associate in Science:** A two-year College Transfer curriculum that concentrates on mathematics and physical sciences for those planning to continue in a bachelor's degree curriculum in a senior college.

**Audit:** A course for which you pay tuition and fees, but do not receive credit. An Audit Request form is available in the Records Office, Counseling Center or from the appropriate division dean. Must be completed by last day of drop/add.

**Catalog:** The publication you can get in the Admissions Office that contains almost everything you need to know about Forsyth Tech and its programs.

**Certificate:** A curriculum of study generally requiring one year or less of course work.

**Contact hours:** The actual number of hours in class per week, per course.

**Corporate and Continuing Education:** This division provides non-credit courses for citizens who are 18 years old or older. The opportunities are based on individual need and previous educational achievement.

**Counselor:** A person who provides you with personal, academic, vocational, and career counseling (Ext. 7226, Allman Center).

**Credit hours:** Every class is worth a value called a *credit hour*. Every degree, diploma, or certificate program requires you to take a certain number of credit hours.

**Cumulative grade point average (GPA):** The average of your grades for all classes taken at Forsyth Tech. It is calculated by adding all earned quality points and dividing by the number of credit hours taken.

**Curriculum:** The program of courses required to receive a degree, diploma or certificate in your chosen area of study.

**Developmental Education:** This department offers a series of courses for preparation, remediation, and academic guidance if you do not meet the entrance requirements for the curriculum of your choice.

**Diploma:** **Curriculums** that usually take two semesters and a summer term to complete. Courses are not designed to transfer to a four-year school. **Adult High School** is a program that allows adults to complete high school courses and credits for an Adult High School diploma. **GED** is a series of tests that correspond to most high school curriculums. People who have not completed high school may choose to take these tests.

**Division:** An academic area within the college. Forsyth Tech has five: Arts and Sciences, Business Technologies, Corporate and Continuing Education, Engineering Technologies, and Health Technologies.

**Drop / Add:** When you adjust your schedule by dropping courses you registered for, but no longer wish to take, and/or adding other courses. The Drop/Add period is limited and is indicated on the calendar.

**Electives / Unrestricted Electives:** A course which is not specifically named in your curriculum, but is required to graduate. Check with your academic advisor before choosing an elective.

**Financial aid:** Grants (monies given to students through the federal and state government), scholarships, employment, and student loans available to qualified students to help meet educational expenses.

**Full-time student:** A student who is enrolled in 12 or more credit hours of course work; 9 hours for summer term.

**Independent study:** A credit course, allowed only in special circumstances, in which you work individually with a faculty member. (See Forsyth Tech Catalog, 1998-99 for more information.)

**Part-time student:** A student who is enrolled in fewer than 12 credit hours of course work; fewer than 9 hours summer semester.

**Plagiarism:** Using ideas or words of another as your own without crediting the source. Plagiarism is a form of cheating.

**Prerequisites:** Preliminary skills, knowledge or other courses which are required before your enrollment in a particular course. Prerequisites are listed by course and course description in the catalog. Descriptions are alphabetized by course prefix.

**Probation:** You are placed on academic probation when your cumulative GPA falls below 2.0.

**Proficiency exam:** You may, under certain conditions, take an exam and receive credit for a course without having taken the course. You will not receive a grade, just the credit hours. (See Forsyth Tech Catalog, 1998-99 for more information.)

**SGA - Student Government Association:** You can get involved in SGA activities by contacting the Student Activities facilitator in Snyder Hall.

**Special credit student:** A student who is taking one or more curriculum credit courses, but who is not enrolled in a specific curriculum.

**Student activity fee:** The fee you pay every semester that covers activities (cookouts, festivals, etc.), part of graduation expenses, and the student handbook.

**Transcript:** A printed record of every course you've taken at Forsyth Tech and the grades you've received. An official transcript is stamped with the seal of the college. Transcripts are obtained, at a cost of \$2.00, from the Records Office.

**Workstudy:** A federally supported program through which qualified students, primarily from low-income families, are placed in part-time employment positions on campus.

**Note:** Check current catalog for detailed information.

# September 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
					<i>G. Melendron</i>	
6	7 Labor Day Holiday	8	9	10 <i>Will return 10:00 AM</i>	11 Rosh Hashanah	12
13	14 SGA Meeting Dial 7509 for info.	15	16	17	18 <i>Shari Covitz Lab Top #1</i>	19
20 Yom Kippur	21	22	23	24	25	26
27	28 SGA Meeting Dial 7509 for info.	29	30			

# Academics

## Academic Policies and Procedures

This section contains important information on all aspects of academics at Forsyth Tech. Read it carefully and keep your calendar handy in case you need this information.

### Advisors/Advisees

The advisor/advisee program is intended to help you during your study at Forsyth Tech. You are assigned a curriculum advisor who will help you choose the correct classes for each registration. Your advisor will have office hours posted so that if you need answers to questions or solutions to academic problems, you will have a personal contact. Your advisor will also help you with registration by checking your previous grades, making sure you've met prerequisites, and, **most importantly, signing your scheduling card.** You are totally responsible for contacting your advisor and getting the proper signature for registration. All discussions with your advisor are confidential.

### Class Attendance

You are expected to attend all class, laboratory, shop, practicum, and/or clinical experience sessions. If you miss a session for any reason, you are fully responsible for letting your instructor know why you were absent. Remember that you will have missed instruction, assigned work, testing, or other assignments during your absence. Your instructor will expect you to catch up!

If you are tardy for class, your instructor is allowed to count the tardy toward your total absences. Be sure to talk with your instructor if special circumstances cause repeated tardiness.

You must satisfy the instructor that you should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five (5) hours of class;
2. three (3) practicum (shop, laboratory, or clinical experience) sessions which meet for two (2) or more hours;

3. three (3) hours of class and one (1) practicum (shop, laboratory, or clinical experience) session which meets for two (2) or more hours.

Class attendance is calculated from the first officially scheduled class meeting, which includes the drop/add period, through the last scheduled meeting.

Some curriculums have special class attendance. If you are in one of these, you will receive a written notice of the attendance rules by the second class period.

### Evaluation of Students

Instructors have the full responsibility for evaluating the achievement of their students. Students will be informed in writing no later than the second class meeting of the requirements for the course, teaching and evaluation methods, and how the final grade is determined.

Instructors should identify as early as possible those students who are failing and refer their names to their faculty advisors and counselors.

Forsyth Tech encourages the policy of frequent and varied evaluations throughout a course. Each instructor determines the relative value of each of the evaluative instruments they use. The final examination will constitute no more than 20% of the final grade.

The final authority for assignment of grades is the responsibility of the instructor and the division dean.



## Grading System

Listed below are the number and letter grades used at Forsyth Tech. An example of how to figure your grade point average (GPA) is given on page 11.

Number Grade	Letter Grade	Number of QP's earned per sem. hr.
94-100	A	4
86-93	B	3
78-85	C	2
70-77	D	1
Below 70	F	0
*WP	Withdraw passing	0
*WF	Withdraw failing	0
W	Withdraw by 50% point of the semester	0
I	Incomplete**	0
Y	Audit***	0
CR	Credit granted or passed proficiency	0
TR	Course transferred	0

Grades A, B, C, D, F, and WF compute in the grade point average (GPA). WF is computer as an "F" in the GPA. Grades W, WP, I, Y, TR, and CR do not compute in the GPA.

\* **A Withdrawal Passing/Failing** is the grade given to a student who officially withdraws from a class at any time after the 50% point of the semester. A student may officially withdraw after the 50% point only after talking with the instructor of the class. If the student officially withdraws or if the student is dropped by the instructor, the instructor will determine if a grade of WP or WF is appropriate.

\*\* **A grade of incomplete** is given only if you have a valid reason for not completing all required work and if you have talked with your instructor before the end of the semester. There are many rules and restrictions for an incomplete, so see your instructor immediately. An incomplete is not automatically given just because you fail to complete an assignment or a test.

\*\*\* **Auditing a class** means you pay tuition and fees but you **do not get credit, hours or a grade** for the class. If you need review of course content before taking a class for credit, auditing may be a good choice for you. When auditing, you should do all the reading and work, just as you would if you were getting credit.

You will need a special form to audit a class. Go to the Records Office, the Counseling Center, or to the appropriate division dean. You must get the form (with required signatures) to the Records Office before drop/add is over. Once you elect to audit, you may not change your mind past the last day of drop/add.

# October 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 Fall Festival	10
11	12 SGA Meeting Dial 7509 for info. Columbus Day	13	14	15	16 Last Day to Drop without Penalty <i>Robert Leslie</i>	17
18	19 <i>A. Leslie Will Return</i>	20 Faculty Work Days (No Classes)	21	22	23	24
25 Daylight Savings Time Ends	26 SGA Meeting Dial 7509 for info.	27	28	29	30	31 Halloween

## Appeal Concerning a Grade (Academic Appeal)

Any appeal of a course grade should begin with a scheduled conference between student and instructor. If the appeal is not resolved at this level, the student should contact and arrange for a conference with the appropriate department chairperson. If the student does not accept the decision of the

department chairperson, the student may appeal to the appropriate division dean. The student has the responsibility to provide the dean with a written letter of appeal by the first class day of the new semester in order for the appeal to be considered. After conferencing with the student, the dean can convene a division Academic Appeals Committee. This committee will hear the appeal and make a recommendation to the dean. The final decision is made by the dean, who will notify the student, the instructor and the appeal committee chairperson in writing. Questions concerning the appeal process should be directed to your instructor, department chairperson or the dean's office.

Your letter should include:

1. date, your name, signature and telephone number.
2. prefix and number of course for grade being appealed.
3. name of instructor issuing the grade.
4. brief explanation of why you feel the grade is incorrect and what you feel the grade should be.
5. any supporting documentation you feel is needed to explain more fully your position on the grade.

Your appeal letter and any supporting documentation will be duplicated for the committee to review.

## Graduation Honors and Awards

Students who have earned a cumulative GPA in their curriculum of 3.50-4.00 at Forsyth Tech will be granted a diploma or degree with High Honors. Any student who has earned a cumulative GPA of 3.00-3.49 will be granted a diploma or degree with Honors. A seal of recognition will be placed on the student's degree or diploma, and the student's transcript will be noted to reflect this achievement. To be eligible for Honors or High Honors, at least 20 semester hours must be completed at Forsyth Tech for those students enrolled in an associate degree curriculum, and at least 10 semester hours must be completed at Forsyth Tech for those students enrolled in a

## Example of How to Figure Your GPA

Assume your semester grades are:

	Credit Hours	Quality Points	Total Points
B in Expository Writing	3	x 3	= 9
C in Principles of Accounting I	4	x 2	= 8
A in College Algebra	3	x 4	= 12
	10		29

Divide 29 by 10 and you get 2.90 GPA for the semester.

## Course Repeat Rule

If you fail any required course in your curriculum, you must repeat it until you pass; otherwise, you cannot receive a degree, diploma or certificate. If you fail a course in your major, you should see your academic advisor immediately. If that person is not available, see a counselor in the Counseling Center. If a course must be repeated several times, the appropriate dean will make the final decision on a student's permission to repeat the class.

The last grade you earn on a repeat course, whether F or higher, will be your official grade and will be used to figure your GPA. A grade of **W** or **WP** will not be considered a repeat grade. A grade of **WF** will be considered a repeat grade.

## Academic Standing/Probation

Any time your cumulative GPA drops below 2.0, you are placed on academic probation. That means you are given until the end of the next semester to raise the average back to a 2.0. If you fail to reach the 2.0 level by the end of the next semester, an Academic Review Committee will review your record. The committee may reduce the number of credit hours you can take; they may require you to repeat courses in which you earned low grades; or they may drop you from your curriculum.

## Appeal of Academic Review Committee

If you want to appeal the decision of the Academic Review Committee, **you must write the dean of your division within 24 hours of receiving notification.**

The dean will convene the division Academic Appeals Committee which will hear the appeal and make a recommendation to the dean. The dean will make the final decision and notify you, the department chairperson and the advisor in writing.

diploma curriculum. Only graduates in curriculums leading to a degree or diploma qualify for this academic recognition. Graduates of the curriculums leading to a certificate of completion do not qualify.

## Semester Honors

*President's Honors List* - At the end of each semester, a President's Honors List recognizes those students with a semester 4.00 GPA. To be eligible for the President's Honors List, students;

- a) must be approved and enrolled in a curriculum, excluding Developmental Education students, special credit students and certificate students.
- b) must earn a 4.00 GPA on a minimum of 9 credit hours of curriculum courses.
- c) must have completed all course work for the semester. Students with grades of "I" will not be eligible.

*Deans' List* - The Deans' List recognizes those students with a semester GPA of 3.50 to 3.99. To be eligible for the Deans' List, students:

- a) must be approved and enrolled in a curriculum, excluding Developmental Education students, special credit students and certificate students.
- b) must earn a 3.50 or above GPA on a minimum of 9 credit hours of curriculum courses.
- c) must complete all course work for the semester. Students with grades of "I" will not be eligible.

Lists are distributed to the deans each semester.

## Graduation Requirements

Students graduate with the course requirements that are applicable at the time they enroll in a curriculum if they remain continuously enrolled until graduation. Students who withdraw for two or more semesters from a curriculum must graduate with the course requirements that are in effect at the time they re-enroll. Any exceptions must be approved by the appropriate division dean.

You must have completed all requirements for your curriculum and have a 2.0 GPA. You **must** complete an Intent to Graduate form at the time of your last registration. Intents filed within 12 weeks of graduation **will not** be accepted for that graduation but will be applicable of the next graduation. Forms are available in the Records Office. A \$10 graduation fee must be paid at the time the intent form is filed. The fee and intent form are required whether you plan to attend graduation ceremonies or not.

# November 1998

12

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Election Day	4	5	6	7
8	9 SGA Meeting Dial 7509 for info.	10	11 Veteran's Day	12 Mekisha is to pick up around 4pm for over night work	13	14
15	16 Mekisha will return	17 Mekisha Pickup at 4pm	18 Return @ 8am	19	20	21
22	23 SGA Meeting Dial 7509 for info.	24	25 Lisa Cair	26 Thanksgiving Thanksgiving Holidays	27	28
29	30 Lisa Cair will return					

## Grade Reports and Transcripts

Your grades will be mailed to your permanent address after the last day of the semester. A transcript of your work is kept in the Records Office. A fee of \$2 per transcript is required for an official copy (to schools, employers, etc.) or an unofficial copy (for you). Forsyth Tech will not issue a transcript if you still owe tuition, fees, or penalties to the school. We also will not issue your transcript to another party unless you have authorized it in writing.



## What to Do If You Must Withdraw from a Class or School

There is a right way and a wrong way to withdraw from a class or from Forsyth Tech altogether. The wrong way is simply to disappear without officially informing your instructor or the Records Office or Counseling Center. If this happens, your instructor can give you an F in that class, so the penalty is very severe. The right way to withdraw is to tell your instructor as soon as you know you must withdraw or go to the Records Office or Counseling Center and ask for a Drop Form. If you fill out the form, your official withdrawal date will be the date you filled out the form. If your instructor fills out the form, your official withdrawal date will be the date the instructor records on the form. If you are on financial aid, your official date of withdrawal becomes very important.

If you have to leave school completely, whether temporarily or permanently, you should fill out an official Drop Form or an End-of-Semester Withdrawal Form--available from the Counseling Center. If you don't file one of these two forms and you later want to re-enter Forsyth Tech or to transfer to another school, you could be delayed.

If you are a veteran or are receiving financial aid, you must notify the Office of Student Financial Services of your withdrawal.

## Readmission to Forsyth Tech

If you were in good academic standing (GPA 2.0 or higher) when you withdrew from Forsyth Tech, to be readmitted you must **update your application** by contacting the Admissions Office. If you are changing to a different curriculum, you must meet the same admission requirements as any new student.

If you are a former student reapplying for admission, you may be asked to supply the Admissions Office with a letter requesting re-entry, transcripts and/or test scores or to meet special re-enrollment conditions.

If you were suspended for disciplinary reasons, you must contact the dean of Student Transitional Programs and Services to discuss conditions for readmission.

## Registration for Currently Enrolled Students

Around the middle of the semester, you will see signs on campus about registration for the next semester. Read them carefully and follow the instructions. If you are a Developmental Education student, make an appointment with your advisor. Special credit students should go to the Counseling Center on the days scheduled for registration.

**You are not officially registered, however, until you have paid all fees and tuition.** Payment dates will be posted around campus and given to students when they register. If you do not pay your fees and tuition by the appropriate date, your registration will be voided.

## Transfer Credit

If you have attended another school or college, you may transfer courses that are comparable in content, objective, quality, and credit hours to those at Forsyth Tech by submitting an **official** transcript to the Admissions Office. If you are transferring from a regionally accredited school or one that is a member of the North Carolina Community College System, you may be granted transfer of credit.

You may NOT transfer credit from a continuing education course to a diploma or associate degree curriculum. Also, in most cases, you cannot transfer credit from a diploma curriculum to an associate degree curriculum.

## Transfer to Senior Colleges and Universities

Forsyth Tech's College Transfer curriculum allows you to complete the first two years of a liberal arts college curriculum and to earn either an associate in arts degree or an associate in science degree. With either of these degrees, you can transfer to many public or private senior institutions, including all sixteen branches of the UNC system, with full junior-year standing. A minimum GPA of 2.0 is required for transfer credit. No course with a grade below C will transfer.

The Career Guidance Center provides information about senior colleges and universities. **Remember, however, that it is your responsibility to contact the Admissions Office of the four-year college/university you want to attend. The decision to accept or to reject transfer credit remains with the school to which you are transferring.**

## Services for Students

### BOOKSTORE

**Monday - Thursday** .....8 a.m. - 4 p.m.  
**Monday, Tuesday, & Thursday** .....5:30 - 7:30 p.m.  
**Friday** .....8 a.m. - 3 p.m.



**BOOKS - SUPPLIES - T-SHIRTS - ETC.**  
 Located on ground level of Snyder Hall

**Hours during registration and summer term may vary. Books for Corporate & Continuing Education courses are sold at West Campus during specified hours at the start of each semester.**

### Book Return Policy

1. Last day of returns is two weeks from the first day of class (posted in store).
2. No refund without receipt.
3. No cash refunds on grants.
4. Books must be unmarked and in good condition.
5. New books with names written inside will be refunded at used book price, even if course is cancelled.
6. A wrongly-purchased book can be exchanged only for correct book.
7. Optional study guides - no refund.

# December 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Hanukkah	5
6	7	8	9	10	11	12
13	14 SGA Meeting Dial 7509 for info.	15	16	17	18 Last Day of Classes	19
20	21 Faculty Work Days - Annual Leave Period (No Classes)	22	23	24	25 Christmas Christmas & New Year Holidays	26
27	28	29 Christmas & New Year Holidays	30	31		

## Counseling Center

If you need help with academic, career, financial, social, or personal problems, professional counselors are available during day and evening hours. Counselors are also on call during the day at the Allied Health Building and Greene Hall. Appointments may be made in the Counseling Center. Walk-ins are welcome.

## Special Provisions for Persons with Disabilities

It is the intent of Forsyth Tech that all courses of study be accessible to qualified students. Persons with documented disabilities should provide approximately one semester advance notice to the director of Testing/Special Services/ADA in order to identify any special equipment needs and to facilitate adjustments in curriculums, facilities, or schedules, if needed.

Special services currently available for persons with disabilities include, but are not limited to: tutors, readers, and notetakers; a TTY (text telephone); staff members with basic manual language skills; taped texts; adapted computer equipment; and modification of placement test administration. These free services may be arranged in the Testing Center. Students who require attendant care are responsible for their own arrangements.

## Career Guidance Center

Career planning assistance is available to Forsyth Tech students and members of the community. For information, contact the Counseling Center.

## Employment Assistance Center

The EAC provides job listings and information on local and regional companies to you and to Forsyth Tech graduates who register with the office. Help with resume writing and interviewing skills is also provided. Current job openings are posted on bulletin boards in the following locations:

Allman Center	Hauser Hall
Ardmore Hall	Parkway Building
Carolina Building	Snyder Hall

## The Learning Center

The Learning Center offers the following services and programs. For more information, contact the Learning Center.

**Courses** - The Learning Center offers 16 courses that students take under the direction of an instructor. The students cover the subject material at their own pace, using programmed texts and supplementary materials. When students need help, they receive extensive individual attention from the instructors. Studying in the Learning Center offers students flexibility in scheduling.

**Tutoring Services** - Tutoring Services offers several methods for helping students who are having academic difficulties. Tutoring is done in one-to-one or small group sessions two or three times a week. Tutors are primarily fellow students who receive training. Students can get help in virtually every academic course offered on the main campus. The Learning Center also has math, science, reading, and basic writing skills labs, all staffed by well-qualified lab assistants. Another service to help students is a variety of workshops on learning skills, conducted by Learning Center staff.

## Computers for Writing Papers - The Learning

Center has computers for students to write class papers, reports, assignments, etc. This service is available to any enrolled student doing class-related work.

**Placement Test Preparation** - Most people entering Forsyth Tech are required to take a placement test. To help these potential students, the Learning Center offers worksheets, practice tests, and tips on test taking.

## Parking

Student parking is on a first-come, first-served basis. All lots are marked so that you can be sure you are in student spaces. Fines are given if you park illegally. You must have a Forsyth Tech sticker for your car; students with disabilities must have a special sticker. If you park illegally in a space for students with disabilities, you can be fined \$100.

## Pay Phones

Pay phones are located in:

- Snyder Hall (downstairs) - Student Union
- Hauser Hall (downstairs) - Vending
- Parkway Building - Breezeway
- Ardmore Hall - First Floor Foyer
- Carolina Building - Front Hallway
- Allman Center - Back Foyer
- Greene Hall - First Floor (near elevator)
- Allied Health Building - Student Lounge
- West Campus - Front Hallway

## Health Services

Limited services are provided by the Public Safety Office. Injuries requiring more than minor first aid will be treated in the emergency room at either Forsyth Memorial or Wake Forest University Baptist Medical Center.

## Child Care

If you are a single parent or a displaced homemaker, you may apply for assistance through the Single Parent/Displaced Homemaker Office.

## Emergency Phone Calls

The staff will make every effort to contact you in the event of an emergency phone call. Forsyth Tech does not have facilities to forward general messages to you. Forsyth Tech does not give out identifying information about you to telephone callers and/or unidentified persons without your permission.

## Single Parent/Displaced Homemaker Program

The Single Parent/Displaced Homemaker Program at Forsyth Tech provides child care assistance and/or other direct support (tuition, books, transportation, etc.) for full- or part-time students who are single parents, single pregnant women, or displaced homemakers enrolled in technical or diploma curriculums. The program is intended to give eligible students the flexibility to plan and complete a training program in order to become economically self-sufficient. To learn more about the program, you may contact the Single Parent/Displaced Homemaker Office.

## Women's Resource Center

The mission of the Women's Resource Center (WRC) at Forsyth Tech is to promote the educational, personal, and professional development of women. The WRC will respond to the diverse needs of women students, helping them to achieve personal growth while assisting them in attaining their educational goals. Networking and collaborating will be the guiding principles for the Center's services.

The Center will be located in Hauser Hall, Room 206. For more information, contact Gloria Sexton at Ext. 7233.

# January 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year Holiday	2
3	4 REGISTRATION Faculty Work Day (No Classes)	5 First Day of Classes	6 Last Day to Add Classes Drop/Add	7	8	9
10	11 SGA Meeting Dial 7509 for info.	12	13 Martin Luther King Jr. Celebration	14 <i>K. BERRA</i>	15 Martin Luther King Jr. Birthday <i>Deanna</i> <i>Sark</i>	16
17	18 Martin Luther King Jr. Holiday	19	20	21	22	23
24 31	25 SGA Meeting Dial 7509 for info.	26	27	28	29	30

**Libraries**

Forsyth Tech operates libraries at these sites.

- Ardmore Hall Library - first floor  
Mon. - Thurs. 7:30 a.m. to 9 p.m.  
Fri. 7:30 a.m. to 3 p.m.
- Allied Health Library (AHB) - first floor  
Mon. - Fri. 8 a.m. to 5 p.m.

Additional information on library services can be found in the Library Handbook, available at any of the campus libraries.

**Food Service**

Vending machines are located in Snyder Hall, Hauser Hall, the breezeway in the Parkway Building, the student lounge at the Allied Health Building and the canteen at West Campus.

**Computer Lab**

An open computer lab is available if you are **enrolled in a curriculum microcomputing course**. A tutor is available in the lab to assist you. The computer lab is located in Room 246, Hauser Hall. The lab is open for both day and evening students. Lab hours are posted at the beginning of each semester.

**Snow! (Bad Weather Policy)**

You should **not** call the school, but should listen to radio/TV announcements regarding school closings. When there is no announcement, the school will be open. We **do not** necessarily close when the Winston-Salem/ Forsyth County Schools close!



**Tuition and Fees**

*Tuition and Fees are subject to legislative change.*

**Tuition Rates**

(Subject to change without notice)



- In-State Resident..... \$20.00 per credit hour
- Out-of-State Resident.....\$163.00 per credit hour

Students enrolled for 12 credit hours are considered full-time and will be charged per credit hour up to 14 credit hours.

Students enrolled for 9 credit hours or more are considered full-time during summer term. If financial aid students wish to receive their full-time award, they must be enrolled for 12 hours during summer term. Students will be charged per credit hour up to 9 credit hours.

**EXAMPLE:**

Hours Taken	In-State Tuition	Out-of-State Tuition
12	\$240.00	\$1,956.00
13	\$260.00	\$2,119.00
14 and up	\$280.00	\$2,282.00

To qualify for in-state tuition, you must satisfy state law. For more information, contact the Admissions Office.

**Payment**

To pay tuition, the Business Office recommends you use cash, certified check, cashier's check, or Mastercard or Visa credit cards. You may use a personal check **ONLY** if you present a numbered photo ID (usually a driver's license). Third party, out-of-country, out-of-state, and business checks will not be accepted. A service charge of \$20 per check will be applied if your check is returned for any reason. You may not register and attend classes unless you pay tuition and fees or have a written authorization from a sponsoring agency on file in the Business Office.

**Fees (Subject to change without notice)**

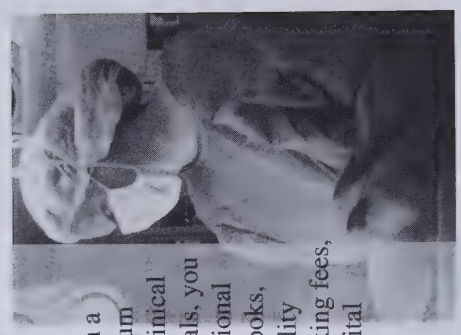
**Student Fees**

- Activity Fee
- Required of all students.....\$7.00
- Books and Supplies (quarterly).....\$50.00-200.00 (Varies)
- Lab/Equipment/Software Fee .....\$5.00-20.00 (selected courses)
- Graduation Fee.....\$10.00
- Liability Insurance.....\$15.00 (Health Students)
- Parking Permit (yearly) .....\$7.00 (per vehicle on campus)
- Telecourse Fee .....\$15.00
- Other Fees

No laboratory breakage or property damage fees will be charged to you. However, in case of breakage or damage due to gross negligence or maliciousness, you will be expected to reimburse Forsyth Tech.

**Tuition Exemption (Senior Citizens)**

Senior citizens with proof of age 65 are not charged tuition but are required to pay for books and other fees.



**Note:**

If you are in a health curriculum which offers clinical work in hospitals, you will have additional costs for textbooks, uniforms, liability insurance, parking fees, and other hospital requirements.

# February 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 SGA Meeting Dial 7509 for info.	9	10	11	12	13
14 Valentine's Day	15 President's Day	16	17	18	19	20
21	22 SGA Meeting Dial 7509 for info.	23	24	25	26	27
28						

## Tuition Refunds

Tuition and supply fees can be considered for a refund. Student activity fees will be refunded only when classes are cancelled. Students must complete a Request for Tuition Refund form in the Records Office when they drop class(es) and/or if classes are cancelled. All requests are reviewed after the 15th class day. Notification will be mailed to the address provided on the form upon completion of processing.

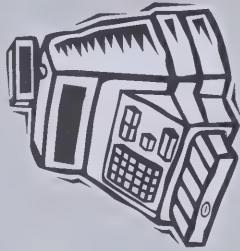
A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered is cancelled by the college.

Beginning with the first day of classes, a 75 percent refund shall be made if the student officially withdraws from the class(es) prior to or on the official 20 percent point of the semester.

In the event a student, having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased.

### Guidelines

#### for Tuition Refunds



1. Students passing proficiency examinations for courses they have registered and paid for are not eligible for a tuition refund.
2. Refunds of five dollars or less will not be made except for classes cancelled by Forsyth Tech.
3. Fees other than tuition, supply and lab fees cannot be refunded.
4. Tuition is not transferable to other individuals.
5. Late tuition refund requests will not be considered.
6. Tuition Refunds for Corporate and Continuing Education classes are handled at West Campus.
7. Tuition cannot be held from one semester to a future semester.

## Student Financial Services

Forsyth Tech makes every effort, within the limitations of its available financial aid resources, to ensure that no qualified student will be denied the opportunity to attend the college because of a lack of adequate funds to meet expenses. The primary responsibility for providing educational expenses rests with you and your family. However, if you cannot provide the entire cost and demonstrate need, you may obtain the necessary funds to meet your expenses. Financial aid may consist of a grant, scholarship, employment, loan or any combination of these which is appropriate to your circumstances and which meets your financial need. All financial aid is awarded without regard to race, religion, disability, national origin or gender.

If you are enrolled in an approved curriculum and are eligible for JTPA (Job Training Partnership Act) programs, you should contact the Office of Student Financial Services for more information.

Forsyth Tech is approved for the training of persons eligible for benefits administered by the Veterans Administration (VA). For more information concerning application procedures and eligibility requirements for any type of financial assistance, contact the Office of Student Financial Services. The Financial Aid Handbook containing more detailed information is also available.


### Student Financial Services OFFICE HOURS:

Monday - Thursday  
8 a.m. - 7 p.m.

Friday  
8 a.m. - 3 p.m.

(unless otherwise posted)

# March 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Last Day to Drop without Penalty	3 Faculty Work Days (No Classes)	4	5	6
7	8 SGA Meeting Dial 7509 for info.	9	10	11	12	13
14	15	16	17 St. Patrick's Day	18	19 <i>Kevin J. Condy</i>	20
21	22 SGA Meeting Dial 7509 for info.	23	24	25	26	27
28 Palm Sunday	29 	30	31			

# 21 Student Code of Conduct and Responsibilities

## Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that men and women who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may or shall be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of Forsyth Tech, or deemed to be in violation of any of the provisions of the Code of Conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares, and vests certain rights in each student enrolled at Forsyth Tech.

## Student Rights

### A. Legal Rights

All the rights and privileges guaranteed to every citizen by the Constitution of the United States and by the State of North Carolina shall not be denied any student. Further, Forsyth Tech shall adhere to all of the statutes of the United States and State of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

### B. Rights of the Learner

The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

### C. Student Records

The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to students' records, and this Act will be adhered to by Forsyth Tech.

1. Students may review their educational records by making a request in writing to the director of Records and Recruitment.
2. Ordinarily, student records will not be available for review by third parties unless permission is first obtained by such third parties in writing from the student or unless such review is pursuant to a valid

Don't Forget --

# Spring Fling is April 30!



# April 1999

22

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 Easter Sunday Daylight Savings Time Begins	5	6	7	1 Passover	2 Good Friday Easter Holiday	3
11	12 SGA Meeting Dial 7509 for info.	13	14	8 <i>Elsie F. Pearce</i>	9	10
18	19 <i>Will Return</i>	20	21 National Secretaries' Day	15	16 <i>Elsie Pearce</i>	17
25	26 SGA Meeting Dial 7509 for info.	27	28	22	23	24
				29	30 Spring Fling	

court order or subpoena. Exceptions may also be made in the case of parents claiming the student as a dependent. The dean of Student Transitional Programs and Services, in her discretion, shall make the final decision concerning access to records by any persons other than the student.

3. Official transcripts will be issued only upon written request by a student or upon written authorization by a student to be released to a designated entity. (See **Family Educational Rights and Privacy Act of 1974 on page 25 for additional information.**)

#### **D. Freedom of Association**

Students are free to organize and join an association organized or existing to promote the student's curriculum or career interest. Student organizations must be approved by the Student Government Association before organization on the campus in order to ensure Forsyth Tech's policies and procedures are adhered to and followed.

#### **E. Due Process**

Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, and the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this Code of Conduct shall have the right of appeal to the Student Appeals Committee as hereinafter provided.

#### **General Campus Rules**

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this Code of Conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by Forsyth Tech or any division.

##### **Rule 1. Disruption and Disorderly Conduct**

A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace or which disrupts, disturbs, or interferes with the normal routine activities or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on Forsyth Tech grounds.

##### **Rule 2. Damage to or Destruction of Forsyth Tech Property**

A student shall not intentionally, willfully, or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property, or shall not steal, or attempt to steal, Forsyth Tech property.

##### **Rule 3. Damage to or Destruction of Private Property**

A student shall not intentionally, willfully, or wantonly cause, or attempt to cause, damage to private property of another, or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

##### **Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees**

A student shall not intentionally cause, or attempt to

cause, physical injury, verbal abuse, harassment, or communicate a threat to a Forsyth Tech agent, servant, or employee at any time while such student is enrolled at Forsyth Tech.

##### **Rule 5. Assault or Verbal Abuse of Persons Other Than Employees**

A student shall not intentionally cause, or attempt to cause or threaten to cause, physical injury, verbal abuse, harassment, or communicate a threat, or direct any profane language toward any other student or Forsyth Tech guest, visitor, or invitee at any time while such student is enrolled at Forsyth Tech, or while such student is on Forsyth Tech grounds or is held off Forsyth Tech grounds.

##### **Rule 6. Weapons and Dangerous Instrumentalities - NC General Statute 14-269.2**

It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property.

House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage, or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age, to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

##### **Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances**

A student shall not knowingly or negligently own, possess, use, transport, or be at any time under the influence of any narcotic drug, alcoholic beverage, or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function, or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

##### **Rule 8. Classroom and Campus Activities**

A student shall comply with all directions of teachers, student teachers, substitute teachers, teacher's aides, Forsyth Tech administrators, or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on

campus shall promptly identify himself to a Forsyth Tech official or campus security officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to promptly and cheerfully obey or to abide by these regulations in this Rule 8 shall constitute a violation of this Code of Conduct.

##### **Rule 9. Cheating, Forgery, and Related Offenses**

It shall be a violation of the Forsyth Tech Code of Conduct for a student to commit any one of the following acts:

1. Unauthorized cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.
2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.
3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.
4. Submission of substantial portions of the same academic work for credit more than once without authorization.
5. Abuse of academic materials in the form of destruction, theft, or concealment of library or other resource material of another student's notes or laboratory experiments.
6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.
7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

##### **Rule 10. State and Federal Laws**

A student shall not violate any state or federal laws while on Forsyth Tech campus or while attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds.

##### **Rule 11. Student Attire Code**

Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds. Special technical or vocational programs, such as the health programs, may require special attire codes for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas. Attire which would create a safety hazard will not be allowed.

# May 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Last Day of Classes	4 Faculty Work Days (No Classes)	5	6 Graduation	7 Faculty Work Days - Annual Leave Period (No Classes) <i>Chin</i>	8
9 Mother's Day	10	11 Faculty Work Days - Annual Leave Period (No Classes)	12	13	14	15
16	17 REGISTRATION	18 First Day of Classes	19 Last Day to Add Classes	20	21 <i>George McLendon</i>	22
23	24 SGA Meeting Dial 7509 for info.	25	26	27	28 <i>will return Elsie Pearce</i>	29
	30 Memorial Day	31 Memorial Day Holiday				

**Rule 12. Involuntary Psychological or Psychiatric Withdrawal**  
It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental, or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or her designee, that such examination is in the best interest of the student, or Forsyth Tech, or both.

**Rule 13. Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, canteen areas, or on campus grounds.**

**Rule 14. Roller Skating, Roller Blading and Skate Boarding**  
For the safety and well-being of all Forsyth Tech students, employees, and visitors, no one is permitted to roller skate, roller blade, or skate board on sidewalks, parking lots, or any other college property.

### Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college--faculty, staff, and students--may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcomed verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

- A.** submission to such conduct is made either explicitly or implicitly a condition of an individual's employment, and academic or student status; or
- B.** submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual; or
- C.** such conduct has the purpose or effect of interfering with an individual's performance; or creating an intimidating, hostile, or offensive environment in the work place or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the dean of Student Transitional Programs and Services for students; or the dean of Human Resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

### Reasonable Person Standard

If there is a question as to whether a certain action or statement constitutes sexual harassment, the college will apply to the facts of the case the standard of behavior of a reasonable person in a similar circumstance. As to actions over which reasonable people might differ, if a request to stop is made known, there is an expectation that the offensive behavior should cease or be modified (1991 OCR Policy Memorandum).

### Violation of the Code of Conduct

The following are the degrees of disciplinary action which may be taken as a result of violation of the Student Code of Conduct:

- A. Verbal Warning** - a verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.
- B. Warning** - a written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.
- C. Disciplinary Probation I** - a written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.
- D. Restitution** - reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.
- E. Suspension** - exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.
- F. Dismissal on Expulsion** - termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of Student Transitional Programs and Services for consideration for readmission.
- G. Other** - other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

**The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.**

### Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function, or event held off Forsyth Tech grounds that violates Federal and/or State and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority; or
2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech; or
3. The student may be subjected to sanctions imposed by Forsyth Tech notwithstanding the fact that civil sanctions may not be imposed.

### Disciplinary Procedures

#### A. Instructional Areas

Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus Public Safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of Student Transitional Programs and Services of actions taken.

The burden of requesting re-entry to class, laboratory, or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the executive vice president for Instructional Services and the dean of Student Transitional Programs and Services. The executive vice-president will make the decision on dismissal when applicable and dismiss the student. The student will receive oral and written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the dismissal notice.

#### B. Noninstructional Areas

Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the dean of Student Transitional Programs and Services, who will promptly investigate the complaint and make a decision regarding suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the dean of Student Transitional Programs and Services, the appeal must be made by writing the Student Appeals Committee within twenty-four (24) hours after receiving the notice of the decision.

June 1999

26

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 Elsie Pearce	4	5
6	7	8	9 Will Return	10	11	12
13	14 SGA Meeting Dial 7509 for info.	15	16	17	18 Elsie Pearce	19
20 Father's Day	21 Will Return	22 Last Day to Drop without Penalty	23	24	25	26
27	28 SGA Meeting Dial 7509 for info.	29	30			

## Student Appeals Committee

The Student Appeals Committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the dean of Student Transitional Programs and Services for noninstructional areas. The Student Appeals Committee will hear the appeal of any student regarding the following:

1. discipline;
2. dismissal, except for academic standing;
3. admissions;
4. residency;
5. discriminatory practices, including ADA;
6. sexual harassment.

The appeal will be heard under the following conditions within two working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the dean of Student Transitional Programs Services, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student.
2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.
3. The committee will submit its recommendation to the president who will make a final decision and who will notify the parties involved.
4. In matters concerning residency classification, the dean of Student Transitional Programs and Services will review prior decisions and all materials submitted. A decision will be rendered and all parties will be notified in writing of the decision. The next step in the appeal process is to the State Residency Committee. Procedures on state appeal are available in the dean of Student Transitional Programs and Services' office.
5. Records of the proceedings of the Student Appeals Committee are available upon written request to the dean of Student Transitional Programs and Services.
6. The student must obtain special permission from the executive vice president for Instructional Services to attend classes pending resolution of the case on appeal.

## Policy on Compliance with the Americans with Disabilities Act



A policy on compliance with the Americans with Disabilities Act is in effect at Forsyth Technical Community College and published in the *Employee Handbook*. The Board of Trustees of Forsyth Tech intends to comply with the requirements of the Americans with Disabilities Act and provide access to education for persons with disabilities as part of the mission of the institution. The ADA director for Forsyth Tech should be contacted with questions or concerns regarding the ADA.



## Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and bloodborne pathogens. Bloodborne pathogens include, but are not limited to, the Human Immunodeficiency Virus (HIV), which is the causative agent for Acquired Immune Deficiency Syndrome (AIDS), and Hepatitis B Virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CFR 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment, or restricted in their access to the institution's services or facilities unless medically based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual or the welfare of other members of the institution.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge, so as to protect themselves and others. Accordingly, employees should report this information to the dean of Human Resources, and students should report to the dean of Student Transitional Programs and Services. All information will be kept confidential except to those persons determined by the dean of Human Resources and the dean of Student Transitional Programs and Services as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration, and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

## Drug-Free Student Policy

Drug use and abuse by students have become an immediate concern in our society. These problems are extremely complex and have no easy solutions.

The users of drugs may impair the well being of all students and the educational environment, and may result in damage to Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds. (See Student Code of Conduct - Rule 7: Narcotics, Alcoholic Beverages, and Controlled Substances.)

1. Forsyth Tech does not differentiate between drug

# July 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 <i>Shari Covitz</i> <i>OK per R.C.</i>	2	3
4 Independence Day	5 Independence Day Holiday	6	7	8	9	10
11	12 SGA Meeting Dial 7509 for info.	13	14	15	16	17
18	19	20	21	22	23	24
25	26 SGA Meeting Dial 7509 for info. <i>Will return</i>	27	28 Last Day of Classes	29 Faculty Work Day (No Classes)	30 Graduation	31

## Parking or Traffic Appeal Procedure

1. A request for an appeal of a parking or traffic fine must be submitted in writing to the vice president of Business Services, within seven (7) days of the date of violation.
2. The Traffic Appeals Committee shall consist of three members of the faculty or staff and at least two members of the student body. It shall be the duty of the Traffic Appeals Committee to make a written report to the vice president of Business Services as to each appeal heard and as to the committee's findings in each case appealed. If the committee finds in favor of the student, any fine imposed or paid shall be rescinded or remitted.
3. In the event that an appeal is made under these provisions, the Traffic Appeals Committee shall hear such case upon the original citation only. Students shall have the right to present testimony and witnesses in their behalf. The issues which may be decided by the Traffic Appeals Committee shall be limited to deciding whether there has been a violation of the regulations.
4. The Traffic Appeals Committee shall meet for the hearing of an appeal as directed by the vice president of Business Services. Persons who have an appeal scheduled and fail to appear, after having been duly notified of the time and place of the appeal, will have their appeal denied. There will be no continuance of the appeal unless approved by the vice president of Business Services.
5. All decisions of the Traffic Appeals Committee shall be final.

## Admission of International Students Policy

Forsyth Technical Community College shall admit nonimmigrant international students with proper authorization from the Immigration and Naturalization Service. The college requires all nonimmigrant international students to meet all admissions standards, have proof of adequate financial resources, and have medical insurance before the I-20 or other forms are issued. Procedures for applying and being admitted to the college are available in the Admissions Office upon request. Students applying to Forsyth Tech must have on file all required materials two months prior to enrollment. All admissions materials, including transcripts, must have an English translation. Nonimmigrant international students shall not displace North Carolina residents in those curriculums that have a waiting list. Nonimmigrant international students are required to pay tuition at the out-of-state rate (\$162.00 per credit hour) by North Carolina law. Please contact the Admissions Office for an application packet and requirements.

appropriate, an outside agency such as the Winston-Salem Police Department is contacted for assistance. Other staff of the college, such as the dean of Student Transitional Programs and Services, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of Public Safety. Further review and action may be taken through the chain of command, including the president and Board of Trustees.

A Public Safety officer is on duty at all times regular classes are in session.

## Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the coordinator of Records.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for credentialing, auditing, or accrediting organizations. The associate dean of Enrollment Management will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. Forsyth Tech does not publish or distribute directory information or any personally identifiable information.
5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining semester academic honors are also published. Students who do not wish their names published must notify Student Data Support Services in writing of their desire not to have their names published for graduation or academic honors.
6. Authorities with court orders are permitted to review records in the presence of Student Development Services administrative staff.

users and drug pushers, or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.

2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include "legal drugs" which are not prescribed by a licensed physician.
3. Each semester as required by law, the counseling staff will conduct mandatory drug awareness and education programs for students. Individual counseling sessions and educational materials will be available in the Counseling Center at all times.
4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness, and sources for assistance.
5. The counseling staff will be available to coordinate lectures and assist instructional staff with class presentations to help educate students regarding alcohol and other drug use as well as the health risks of drug abuse.
6. The counseling staff will have available referrals for treatment and more extensive assistance.
7. Student Development Services will assess the institutional environment annually by reviewing data from Public Safety, the Counseling Center, instructors, and other community resources to guide program development for students.

## Crime Awareness and Campus Security Act

Staff, faculty, and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, which is located in the Carolina Annex. A special emergency number has been established where staff, faculty, and students may dial extension 7325 from any campus telephone (excluding public pay telephones) and receive immediate assistance. The special 7325 number is publicized by placing stickers on each campus telephone. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance.

Upon receipt of a complaint, a Public Safety officer is assigned to the case. The complaint is documented, investigated, and processed by the investigating officer. If necessary, or where

# August 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 <i>S. Allred</i>	3 Faculty Work Days - Annual Leave Period (No Classes)	4	5	6	7
8	9 →	10 Faculty Work Days - Annual Leave Period (No Classes)	11	12	13 <i>Janette Farr</i>	14
15	16	17	18	19	20	21
22	23 SGA Meeting Dial 7509 for info. <i>will return</i>	24	25	26	27 <i>Ann Watts</i>	28
29	30	31 <i>will return</i>				

## Use of Facilities

The buildings and their contents exist solely for the education of Forsyth Tech's adult population. The use of the facilities for any other purpose is strictly prohibited. Any use of these facilities for personal gain will result in immediate disciplinary action.

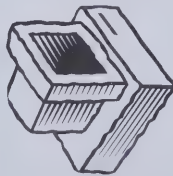
Smoking is prohibited in all classrooms, laboratories, shops, and auditoriums.

Animals are prohibited inside the buildings. Any animal on the campus grounds must be on a leash in compliance with the City of Winston-Salem Leash Law Ordinance Section 3-18.

## Computer Software

### Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The College does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.



According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to \$100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

## Acceptable Use Agreement for Computer Network

### Accounts General Information

Internet access is provided as a service for the students, faculty, and staff of Forsyth Technical Community College. The campus network is connected to the Advanced Network and Services, Inc. (ANS) backbone via a connection to the North Carolina Integrated Information Network (NIIN). Therefore, the acceptable use policies and standards which apply to these networks also apply to anyone using the Forsyth Technical Community College campus network connection to the Internet.

### Network Access

1. Use of the Forsyth Technical Community College campus network is restricted to authorized users who have been assigned a login ID and password by the Academic Computer Center.
2. Authorized users are responsible for the proper use of their accounts. This includes the protection of their login ID's and passwords as well as other responsibilities outlined in this agreement.

### Acceptable Uses

1. Activities intended to facilitate the exchange of information in furtherance of education and research consistent with the mission of Forsyth Technical Community College and the North Carolina community college system.
2. Activities for the purpose of professional development and maintaining currency.
3. Activities for the purposes of instruction, curriculum improvement, and promotion of communication between Forsyth Technical Community College and other academic communities.

### Prohibited Activities

The following are intended as guidelines and are not to be considered conclusive.

1. Providing any unauthorized user access to the Forsyth Technical Community College academic network.
2. Intentionally creating, modifying, or copying files to or from any areas to which the user has not been granted access.
3. Intentionally performing any activity that would cause network congestion, disrupt network operation, or interfere with the work of other network users.
4. Disguising one's identity in any way, including the sending of falsified messages, removing data from system files, and the masking of process name.
5. Accessing any network computer or directories on any network computer that the user has not been authorized to use.
6. Using of the Forsyth Technical Community College network or Internet connection to transmit any communication where the content, transmission or distribution would violate any applicable local, state, federal or international law or regulation or would likely be highly offensive to the recipient or recipients thereof.
7. Using of the Forsyth Technical Community College network or Internet connection for commercial purposes such as advertising or selling commercial offerings.
8. Performing any activity that would infringe upon or invade another individual's privacy.
9. Violating of the Virus Eradication Act by knowingly

propagating or introducing a computer virus, worm, or trojan onto the network.

10. Performing any action that would violate the federal Telecommunications Act of 1996, including, but not limited to, illegally accessing secured computer systems.
11. Performing any action that would violate copyright laws and software license agreements.

### Account Ownership

Network accounts and Internet access are services provided to students, staff and faculty by Forsyth Technical Community College. Forsyth Technical Community College reserves the right to terminate network accounts and Internet access without prior notice.

### Account Liability

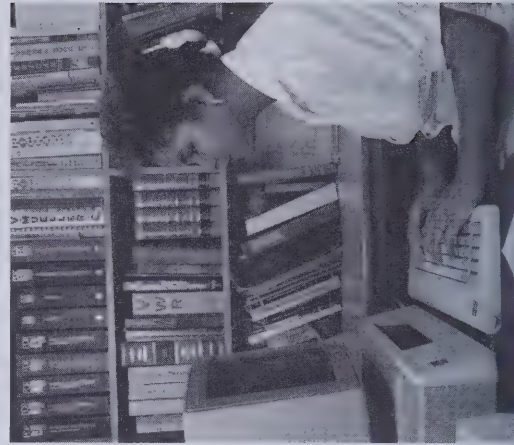
Account users are solely responsible for all activity with respect to their account.

### Account Abuse Notification

In the event of an account violation(s), Forsyth Technical Community College will take action according to college policy. In the event of violation(s) of local, state, federal or international laws and regulations, Forsyth Technical Community College will cooperate with the appropriate investigative agencies.

### Privacy Notification:

You DO NOT have a reasonable expectation of privacy with regard to your account, including, but not limited to, your e-mail, files, and all other account activity.



# STUDENT ACTIVITIES

**Student Government Association (SGA)**  
The Student Government Association promotes interest in student affairs both on and off campus. When you pay your activity fee, you automatically become an SGA member in good standing and are afforded all the rights and privileges of general membership.

The Student Government Association is composed of all current Forsyth Technical Community College students and is served by the Student Government Council. The Student Government Council consists of the student government officers, Alpha Mu Beta Fraternity members, and other Student Government Council representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry, or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

## Student Government Council

The Student Government Council is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics, and make positive personal changes without fear of criticism.

The Student Government Council manages the Student Activities budget and meets in business sessions. During the meetings, the members address student issues, plan and produce student activities such as "Spring Fling," blood drives, leadership workshops, and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, team work, project management, and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills or work with advertising, student publications, and other public information duties. SGC also represents the student body to the college administration. The SGC president serves on the FTCC Board of Trustees and reports to the SGC about Board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration.

Alpha Mu Beta is the service fraternity of the SGC. Known as Ambassadors, they are a high profile group of students who spark interest in student life through campus networking, personal growth and service to the community. Applicants are selected for their high scholastic achievements and communication skills. Ambassadors become proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed yet disciplined fellowship that encourages growth. Ambassadors have the opportunity to produce such events as the Angel Tree, Martin Luther King Celebration, and many other service projects for the benefit of the college family and community.

## Flight Line Program

The Flight Line Program is a sophisticated way to engage the students in tracking their work on the Student Government Council for structure and for their own satisfaction. This program quantifies the student's efforts. It also satisfies the institution's needs to measure results and the Student Activities Staff's need to know concretely how their efforts are bearing fruit. This record also serves as an "extracurricular transcript" for students to use in applications to other colleges, for financial aid and as substantiation for resumes. The members of the Student Government Council have formed a Flight Line Committee that is currently in the process of fleshing out the program. The Flight Line Committee is a standing committee that constantly reviews and revises it as the student body ebbs and flows over the years. Flight Line awards were selected to symbolize some of the pioneers in flight that did more than invent technology and take machines through the air. The flight metaphor was chosen to represent the ultimate dream of humanity--to fly free beyond the illusions of our limitations.

## Membership Requirements

If you have any questions about applying for membership in Student Government or any other program, contact the Student Activities Facilitator, Ext. 7326, or the Student Activities Secretary, Ext. 7509. To become a member of one of the Student Government programs, you must:

- 1. Check your Cumulative Grade Point Average.**  
Ambassadors are required to maintain a 3.0 GPA. Student Government Council members must maintain a 2.5 GPA.
- 2. Be registered for the correct number of credit hours.**  
Student Government Council members must be registered for one credit hour per semester. Ambassadors must be registered for at least six hours per semester.
- 3. Fill out a Student Government Council Application.**  
Applications may be picked up in the Student Activities Center in Snyder Hall. Student Government Council applicants need not have the application signed by your dean at this point. Ambassadors must have the application signed by a faculty or staff member.
- 4. File the Application.**  
Take your application to the Student Activities Center in Snyder Hall or mail it to:  
Ken Bradstock, Forsyth Technical Community College  
2100 Silas Creek Parkway, Winston-Salem, NC 27103.

## Interview Process

Students who apply for a position in the Student Government Council must undergo an interview process. The program's advisor will call applicants to set up interview appointments. All applicants must be interviewed by the membership committee and the Student Activities Facilitator. All SGC candidates are required to complete an Orientation Program.

## Student Recreation

Student recreation programs are offered through the Student Activities Office. Sports offered are determined by your interest and the availability of faculty coaches. Forsyth Tech typically offers men's basketball, coed volleyball, and women's softball teams. Teams compete intercollegiately.

Student Activities provides a number of recreational activities that are available for all students at Forsyth Tech. The Student Activities Office is open to ideas and suggestions for recreation activities for students.

The gymnasium on the Forsyth Tech West Campus is not available for use on a regular basis. Arrangements for use of the gym must be made through the Student Activities Office, and all activities must be supervised by Forsyth Tech personnel.

# Constitution

## Forsyth Technical Community College Student Government Association Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this Constitution with the approval of the president of Forsyth Technical Community College.

### ARTICLE I: NAME

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

### ARTICLE II: OBJECTIVES

- Section 1. To encourage an interest in our campus, college activities, and student body concerns.
- Section 2. To promote a mutual respect among the administration and the student body.
- Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.
- Section 4. To make recommendations to the president and the student activities facilitator, hereafter referred to as the SAF, of Forsyth Technical Community College, concerning matters affecting the student body.
- Section 5. To recommend and sponsor student activities and programs in cooperation with the SAF.

### ARTICLE III: COMPOSITION

The Student Government Council shall be composed of seven representatives from each instructional division. Subsequently, the candidate shall be interviewed by the SGC Interview Committee, SAF and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

- Section 1. Representatives shall be enrolled in and actively attending at least one credit hour each semester and shall have paid the student activity fee.

- Section 2. Representatives shall maintain at least a 2.5 grade point average.

- Section 3. A president, vice president, and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. A treasurer, public information officer, and a parliamentarian shall be elected by vote of the SGC representatives.

- Section 4. Elected officers shall serve one academic year beginning the last day of classes of each spring semester unless impeached.

- Section 5. The representatives' term of office shall be limited only by probation, impeachment, graduation, or voluntary withdrawal.

- Section 6. The SAF shall be the senior advisor to the SGC.

### ARTICLE IV: MEETINGS

- Section 1. The SGC will meet with the SAF on a bimonthly basis.

- Section 2. By majority vote, the SGC may elect to become inactive during summer semester.

- Section 3. Bimonthly meetings are open to any student, staff member, board member or alumni wishing to attend.

- Section 4. The president of the SGC, the SAF, or the president of the college may call a special SGC meeting should the need arise.

- Section 5. A two-thirds majority of the active membership shall constitute a quorum.

- Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

- Section 7. Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC President and SAF. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

- Section 8. Motions passed by the SGC shall be subject to review and remand by the SAF.

### ARTICLE V: DUTIES

- Section 1. The President shall:
- A. Call and preside at all SGC meetings.
- B. Be a nonvoting member of Forsyth Technical Community College Board of Trustees, and attend all board meetings and as many community meetings as possible.

- mittee meetings as possible. No delegate may be sent in the president's place.

- C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.
- D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.
- E. Represent the SGC in all relations with school officials and with other institutions.
- F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.

### Section 2. The Vice President shall:

- A. Be an assistant to the president and assume the duties of the president in the president's absence.
- B. Assume the duties of the president should the president resign.
- C. Oversee all committees of the SGC and serve as an ex officio member of these committees unless appointed as an official committee member.
- D. Assist in all other areas as requested by the president.

### Section 3. The Secretary shall:

- A. Maintain and distribute the minutes of all meetings of the SGC.
- B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAF.
- C. Coordinate all incoming and outgoing correspondence.
- D. Be responsible for reminding all representatives of meetings.
- E. Assist in all other areas as requested by the president.

### Section 4. The Treasurer shall:

- A. Maintain the financial reports of the SGC.
- B. Assist the SAF in maintaining the inventory of all equipment and materials owned by the SGC.
- C. Submit a financial report at all regular meetings of the SGC.
- D. Serve as chairperson of the budget committee.
- E. Assist in all other areas as requested by the president.

### Section 5. The Public Information Officer shall:

- A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
- B. Serve as liaison to the TECHNICALLY SPEAKING staff.
- C. Serve as chairperson on the Poster and

- D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.
- E. Assist in all other areas as requested by the president.

#### Section 6.

- The Parliamentarian shall:
- Guide the SGC in matters of parliamentary procedure.
  - Shall advise the president in matters regarding the SGC constitution.
  - Shall be available to any club or other organization on campus for instruction on Parliamentary Procedure.
  - Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.
  - Shall chair the SGC Interview Committee.

#### Section 7.

- All representatives, including those holding office, shall:
- Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.
  - Participate in at least 75% of all SGC projects and activities.
  - Serve on at least one committee, and miss no more than two regular committee meetings per semester.
  - Conduct themselves in a manner that is not detrimental to the student body, school, or community.
  - Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a Review Committee. (See Article X, Section 4.)
  - Be subject to one semester probation for dropping below GPA requirements.

#### ARTICLE VI: COMMITTEES

##### Section 1.

- Standing committees shall include:
- budget,
  - poster/publicity,
  - Flight Line,
  - Interview Committee,
  - all other committees deemed necessary by the president.

##### Section 2.

- Inactive committees shall include:
- All committees not meeting on a regular basis.

##### Section 3.

- Members of committees shall:
- Serve as chairperson of no more than one standing committee at a time.
  - Serve on no more than three standing commit-

tees at a time. (The SGC vice president shall serve as an ex officio member of all committees.)

#### ARTICLE VII: VACANCIES

- Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.
- Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.
- Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

#### ARTICLE VIII: ALPHA MU BETA FRATERNITY

Alpha Mu Beta Fraternity shall be the service arm of the Student Government Council. Members will be known as Ambassadors. Ambassadors shall serve as representatives of FTCC, the student body, and the SGC at various events both on and off campus. AMB will be responsible for volunteer programs off campus and for establishing a pool of students to staff these events.

#### ARTICLE IX: GRIEVANCE PROCEDURES

- Section 1.
- Anyone who wishes to file a formal complaint concerning SGC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and SAF.

- Section 2.
- The grievance will then be reviewed by the officer and the SAF and may be brought before the SGC unless the grievance is of a personal nature.

- Section 3.
- Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

#### ARTICLE X: IMPEACHMENT

- Section 1.
- A representative is eligible for impeachment by committing any one or combination of the following:

- Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section, items A, B and C.
  - Does not perform the duties as assigned in the Constitution.
  - Exhibits conduct unbecoming an SGC member.
  - Academic probation by FTCC.
- Section 2.
- A formal written complaint must state the reason for impeachment. A copy must be sent to the SAF and the highest uninvolved officer or representative.

Section 3.

The SAF and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the Review Committee.

#### Section 4.

The Review Committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the Review Committee may place the representative on probation or call for impeachment proceedings by the SGC.

#### Section 5.

The Review Committee must call a special meeting of the SGC for impeachment proceedings.

#### Section 6.

- The impeachment proceedings will be held as follows:
- Reason for dismissal will be read.
  - The highest uninvolved officer will substantiate the reason for dismissal.
  - The representative will explain the reason for his actions and may present any witnesses he deems necessary.
  - A vote will be taken and the majority will rule.

#### ARTICLE XI: AMENDMENTS

Amendments to this Constitution shall be proposed by a representative of the SGC or the SAF at a meeting. Such amendments shall become a valid part of this Constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

#### ARTICLE XII: BY-LAWS

The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the SAF. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.

**You are invited to join  
the Forsyth Technical  
Community College  
Student Government  
Council, clubs, and  
sports teams.**

**For more information  
call 723-0371,  
Ext. 7326 or 7509.**

CLUBS		ADVISOR	PHONE
Architectural Technologies		Herb Burns	Ext. 7342
Association of Information Technology Professionals		Merrill Gordon	Ext. 7408
Future Advocates for Children's Tomorrows (F.A.C.T.)		Pat Whisnant	Ext. 7309
Instrument Society of America		To Be Announced	
International Cultural Exchange Club		Joy Lester	Ext. 7485
Law Enforcement Technologies		George McSwain	Ext. 7271
Epsilon Delta Gamma		Lisa Hendrick	Ext. 7460
Phi Theta Kappa		Dr. James Fortuna	Ext. 7454
Philosophical Society		Carolyn Rajacich	Ext. 7416
Student Practical Nurses Organization		Linda Potter	Ext. 7418
Student Nurses Association		Anne Conner-Day	Ext. 7291
Student Medical Sonographers			
SPORTS TEAMS			
Men's Basketball		David Solomon	Ext. 7526
Women's Softball		David Solomon	Ext. 7526
Coed Volleyball		Barry Lawing	Ext. 7461